



JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR CALIFORNIA OCEAN SCIENCE TRUST

The new California Ocean Science Trust (Trust), a California nonprofit corporation is seeking an enthusiastic and highly motivated individual to serve as its Executive Director. The Trust, whose creation was authorized by the California Legislature, promotes California ocean science by seeking and distributing funds for research and encouraging coordinated multi-agency, multi-institutional ocean science. The Trust is in the formative stages. The role of the Executive Director will be to assist in the development of the organization as it seeks to fulfill its mission by developing innovative ideas for pursuing the Trust's purposes and by bringing additional sources of funding for ocean science to California.

The Executive Director will serve as an independent contractor to the Trust and will be expected to provide his/her own office, fully equipped with computer/fax/phone. The Trust will negotiate a two year contract with the selected applicant, with compensation based on the assumption of a part-time commitment, approximately 20 hours per week.

DUTIES INCLUDE THE DAILY MANAGEMENT OF THE TRUST'S ACTIVITIES INCLUDING:

- Coordinating with the National Fish and Wildlife Foundation, which provides organizational and fiscal management support to the Trust
- Organizing the periodic meetings of the Board of Trustees
- Developing and managing the Boards grant-making process
- Seeking additional sources of funding and collaborative arrangements with other ocean resource groups to advance the Trust's activities
- Providing fiscal oversight including the preparation of quarterly financial reports and an annual budget
- Preparing white papers and reports as directed by the Trust
- Other duties necessary to advance the purposes of the Trust

DESIRABLE QUALITIES INCLUDE:

- Familiarity with the ocean science field
- Ability to work independently with minimal direction/supervision
- Ability to prepare requests for proposals, process grant applications and conduct peer review processes
- Knowledge of key ocean resource management and regulatory agencies and organizations, and the ocean research community within California
- Past experience working with non-profit corporations
- Excellent oral and written communication skills

TO APPLY: Please provide your resume along with a summary of your qualifications that are relevant to the duties of this position. **This information should be mailed by October 31, 2003 to the attention of Dr. Geraldine Knatz, P.O. Box 570, Long Beach, CA 90801.**

Qualified applicants will be interviewed by the Trust's selection committee initially by phone, followed by an in-person interview.

For additional information, please contact our web site at: <http://resources.ca.gov/ocean>.